



POSTING NUMBER: HR-0126 **ISSUE DATE:** May 11, 2015
TITLE: Part Time (Transitional Aid Monitor) **CLOSING DATE:** May 26, 2015
DIVISION / UNIT: Local Government Services **SALARY RANGE:** \$50/hr
LOCATION: 101 South Broad Street, Trenton, NJ
POSITIONS: 1 **DISTRIBUTION:** STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Division of Local Government Services is seeking to fill a field staff part time position to support the Transitional Aid Program to oversee one or more municipalities receiving Transitional Aid from the State. Responsibilities will include ensuring compliance with program requirements and enforcement of a Memorandum of Understanding, as well as conducting managerial and operational reviews.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE: A minimum of five (5) years of management experience is sought in a large municipal organization. Specific expertise is desired in general administration, finance, police, fire, public works, or labor relations.

Travel to municipalities under supervision is required.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0126
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer